

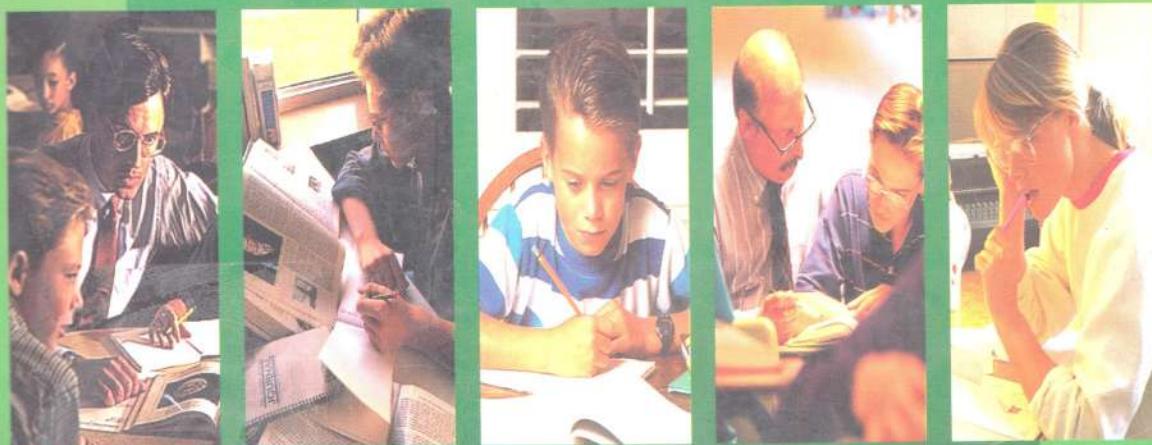
COLLINS

COBUILD

BASIC GRAMMAR

CLASSROOM EDITION

Helping learners with real English



THE COBUILD SERIES *from* THE BANK OF ENGLISH

Dave Willis & Jon Wright

HarperCollins Publishers
77-85 Fulham Palace Road
London W6 8JB

COBUILD is a trademark of William Collins Sons & Co. Ltd

38284
© HarperCollins Publishers Ltd. 1995
First published 1995
Reprinted 1997

10 9 8 7 6 5 4 3 2

All rights reserved. No part of this book may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior permission in writing of the Publisher.

ISBN 0 00 370935 3 (Classroom edition)

LIBRARY
VIVEKANANDA COLLEGE

Design and typesetting by
eMC Design,
Bromham, Bedfordshire

The Cobuild Series

Founding Editor-in-Chief
Editorial Director

John Sinclair
Gwyneth Fox

Senior Grammarian

Gill Francis

Cartoonists

Ela Bullon
Ham Kahn
Duncan McCoshan

Corpus Acknowledgements

We would like to acknowledge the assistance of the many hundreds of individuals and companies who have kindly given permission for copyright material to be used in The Bank of English. The written sources include many national and regional newspapers in Britain and overseas; magazine and periodical publishers; and book publishers in Britain, the United States, and Australia. Extensive spoken data has been provided by radio and television broadcasting companies; research workers at many universities and other institutions; and numerous individual contributors. We are grateful to them all.

Printed in Italy by
Rotolito Lombarda S.p.A.

Contents

• Cycle 1 •

Unit 1	Am/is/are	4	Unit 17	Singular, plural and collective nouns	36
Unit 2	Present continuous	6	Unit 18	Uncount nouns	38
Unit 3	Present simple	8	Unit 19	A/an/some	40
Unit 4	Do/does and have/has in questions and negatives	10	Unit 20	The	42
Unit 5	Present perfect (1)	12	Unit 21	Other uses of the	44
Unit 6	Present perfect (2)	14	Unit 22	Possessives	46
Unit 7	Was/were	16	Unit 23	Demonstrative adjectives	48
Unit 8	Past simple	18	Unit 24	Personal pronouns	50
Unit 9	Past continuous	20	Unit 25	This, that, these, those, one, ones	52
Unit 10	Past perfect	22	Unit 26	Possessive pronouns	54
Unit 11	Present tenses used for the future	24	Unit 27	Adverbials of time	56
Unit 12	Will and going to	26	Unit 28	Adverbials of probability and degree	58
Unit 13	There	28	Unit 29	Adverbials of duration	60
Unit 14	What ...?	30	Unit 30	in/on/at (time)	62
Unit 15	Wh- questions	32		Review: Cycle 1 – Units 1–30	64
Unit 16	Count nouns	34			

• Cycle 2 •

Unit 31	May/might (possibility)	72	Unit 41	Quantifiers (1) – patterns with of	92
Unit 32	Can/could/be able to (possibility and ability)	74	Unit 42	Quantifiers (2)	94
Unit 33	Can/could/will/would (offers and requests)	76	Unit 43	Quantifiers (3) – few; a few; any	96
Unit 34	Would like/want (wants and wishes)	78	Unit 44	Nouns to describe other nouns	98
Unit 35	Have to/have got to/must/mustn't (obligation)	80	Unit 45	Expressions of place	100
Unit 36	Should/ought/had better (advice)	82	Unit 46	Expressions of time	102
Unit 37	Impersonal it	84	Unit 47	Adverbs of manner	104
Unit 38	Verbs with two objects	86	Unit 48	At/in (place)	106
Unit 39	Make and do	88	Unit 49	Prepositions with forms of transport	108
Unit 40	Uncount nouns (2)	90		Review: Cycle 2 – Units 31–49	110
				General review A: Cycles 1 and 2	116

1 The verbs **am**, **are** and **is** are followed by:

A noun group: Mr. Brown is a teacher. It isn't my book. Are you a student?

An adjective: She's tall. I'm tired. Are you happy? They're hungry.

An expression of place or time: Mary's at home. It's six o'clock. It's on the table.

An expression of age: I'm sixteen. She's fourteen years old.

2 The forms of the verb are as follows:

Affirmatives		
Statements		Questions
Full form	Short form	
I am late.	I'm late.	Am I late?
You are next.	You're next.	Are you next?
My mother is here.	My mother's here.	Is your mother here?
She is at home.	She's at home.	Is she at home?
My brother is out.	My brother's out.	Is your brother out?
He is fifteen.	He's fifteen.	Is your brother fifteen?
It is on the table.	It's on the table.	Is it on the table?
We are right.	We're right.	Are we right?
They are my parents.	They're my parents.	Are they your parents?

Negatives			
Statements			Questions
Full form	Short form (1)	Short form (2)	
I am not late.	I'm not late.		Aren't I late?
You are not next.	You're not next.	You aren't next.	Aren't you next?
She is not in.	She's not in.	She isn't in.	Isn't she in?
He is not at home.	He's not at home.	He isn't at home.	Isn't he at home?
It is not here.	It's not here.	It isn't here.	Isn't it here?
We are not happy.	We're not happy.	We aren't happy.	Aren't we happy?
They are not ready.	They're not ready.	They aren't ready.	Aren't they ready?

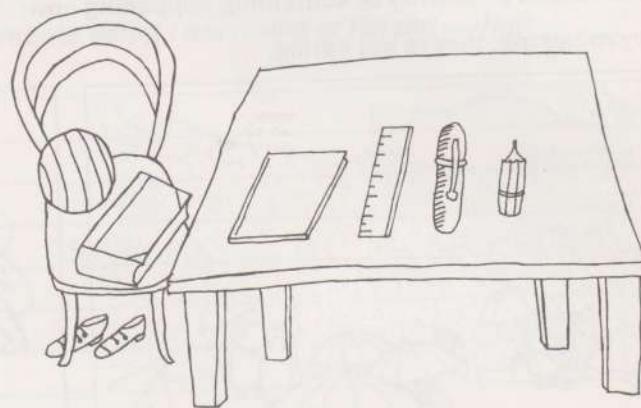
Practice

A Write answers to these questions. Use full sentences for your answers. Use short forms.

- 1 How old are you?
- 2 Are you a teacher?
- 3 Where are you now?
- 4 Is it morning, afternoon or evening?
- 5 What's the weather like - is it warm or cold?
- 6 What day is it?

B Put a tick (✓) beside these sentences if they are true. Put a cross (✗) if they are not true:

- 1 The exercise book is on the table.
- 2 The ball is on the chair.
- 3 The big book is on the table.
- 4 The shoes aren't under the table.
- 5 The pen and pencil aren't on the chair.
- 6 The shoes are under the chair.
- 7 The ball and the book are on the chair.
- 8 The pen and pencil aren't on the table.

**C** Correct these sentences:

- 1 The big book is on the table.
- 2 The shoes are on the chair.
- 3 The exercise book is on the chair.
- 4 The ruler and the pen are on the chair.
- 5 The pencil's next to the ruler.
- 6 The ball and the book are on the floor.

The big book isn't on the table. It's on the chair.

D Correct these sentences about yourself:

- 1 My name is Kim.
- 2 I'm three years old.
- 3 I'm from Scotland.
- 4 I'm a pop singer.
- 5 I'm English.

My name isn't Kim, it's

Now write the same things about a friend of yours:

His/Her name isn't Kim, it's

7

8

9

10

Present continuous

1 The form of the present continuous is: am/is/are + '-ing'

For the negative you add *not* after am/is/are:

I am not working at the moment.

You can use the short forms *aren't* and *isn't*:

We aren't going by bus.

I'm not playing today.



It isn't raining now.

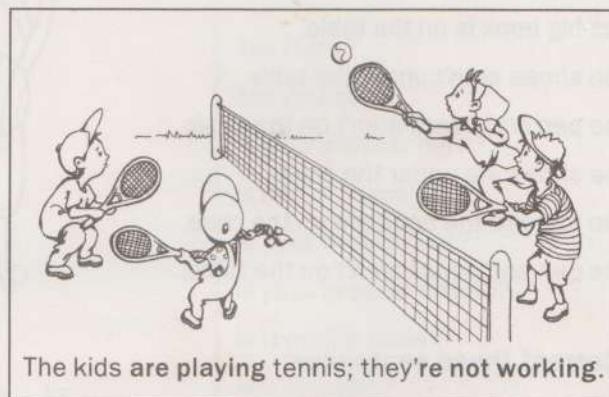
2 You use the present continuous:

a to talk about an activity or something happening now:

They're talking; they're not eating.



It's raining, but it's not snowing.



The kids are playing tennis; they're not working.

b to talk about a temporary situation:

I'm living with my friends at the moment.

We're staying at a wonderful hotel.

I'm not feeling well today.

My sister's working as a waitress for a month.

d to talk about change, development and progress:

Life is getting easier thanks to technology.

Do you think your English is improving?

Inflation is rising and unemployment is getting worse.

c to talk about a future plan:

Mike is coming home on Thursday.

They're having a party next week.

e with *always* to criticize or complain about what someone does:

You're always interrupting me!

My father is always losing his car keys.

We're going to the theatre tomorrow.



You're always leaving your clothes on the floor!



A Are these sentences 'Present activities' (PA) or are they 'Future plans' (FP) ?

- 1 Be quiet. I'm trying to relax. _____
- 2 We're having a party soon. Can you come? _____
- 3 Who is making that noise? It's terrible! _____
- 4 They're going to a restaurant tonight. _____
- 5 Are you working now? _____
- 6 What are you doing tomorrow? Do you want to come to a match? _____
- 7 They're learning English now. _____
- 8 I'm wearing my new jeans. _____
- 9 Is the sun shining? _____

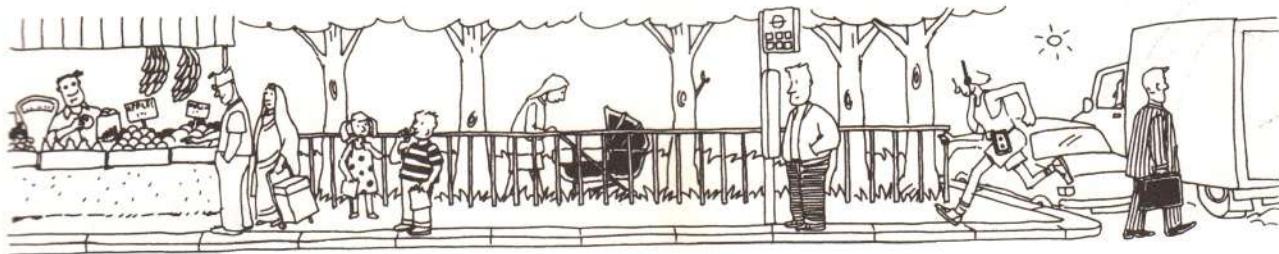
B What are you doing now? Write true statements using *I am ...-ing* or *I'm not ...-ing*:

- 1 wear jeans _____
- 2 study English _____
- 3 sit at home _____
- 4 watch TV _____
- 5 smoke a cigarette _____
- 6 talk with friends _____
- 7 relax _____
- 8 listen to music _____

C Look at the picture and complete the sentences using these verbs:

eat push shine buy walk read listen to wear

1 The boy _____ sweets.	5 The man at the bus stop _____ a newspaper.
2 The businessman _____ across the road.	6 The woman in the park _____ a pram.
3 It's a fine day. The sun _____	7 No-one in the picture _____ a hat.
4 A jogger _____ music on a walkman.	8 Some customers _____ fruit.

**D** Match the questions and answers:

- 1 Where are you going on holiday this year?
- 2 What are you doing this evening?
- 3 Why are you learning English?
- 4 Are you doing anything this week-end?

To Malta probably.
We're going camping.
I'm watching a video.
Because it's useful!

Now give your real answers to these questions.

Present simple

1 You use the present simple:

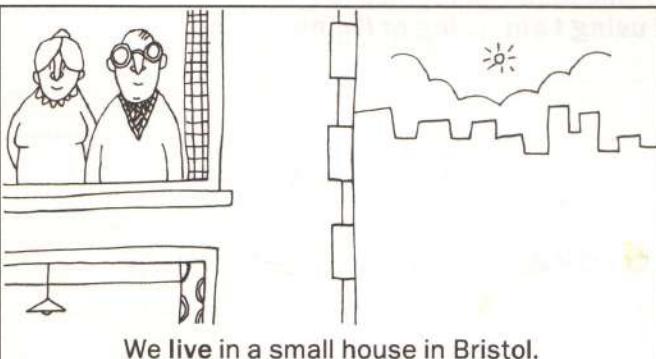
a to talk about things that are always true:

It gets cold in winter here. Water **boils** at 100 degrees.
February is the shortest month.

b with words like **never/sometimes/often/always** or time expressions like **every day/at the weekend** to talk about regular and repeated actions, and habits:

We **often go** to the cinema on Fridays.
My parents **never** eat meat. I **get up** late at the weekend.

c to talk about general facts about our lives:

2 The form of the verb changes with **he/she/it**:

I **work** from 9 to 5.
You **work** very hard.
She **works** in the supermarket on Saturday.
He **works** for my father in our office.
We **work** for the new company in the centre of town.
They **work** in uniform.
She **enjoys** English classes. He's a student, he **reads** a lot.

3 With verbs that end in **-o/-s/ch/sh** the form is **-es**:

He **goes** out every weekend. She **watches** a lot of TV.
The film **finishes** at 9.30 tonight.
He **does** everything for his children.

4 With verbs that end in **consonant + y**, the **he/she/it** form is **-ies**:

study – He **studies** languages at university.
fly – The plane **flies** twice a week.

BUT: I **play** – he **plays** I **buy** – she **buys**

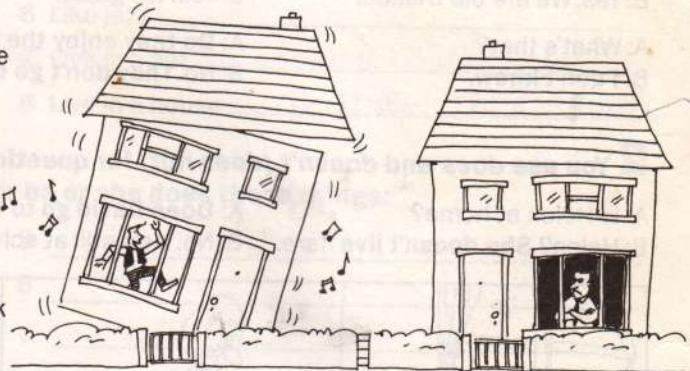
Note: **have** – **has**:

They **have** everything you want in that shop.
She **has** a house in St James' Square.

A Complete these sentences with:

go goes do does have has like likes live lives

- I _____ a lot of friends in London.
- My son _____ in Los Angeles, so I _____ there every year to see him.
- Most people _____ going on holiday.
- The new BMW sports car _____ a top speed of 220 km per hour.
- The sun _____ down in the west.
- The Smiths are very kind. They _____ a lot of work for people in hospital.
- He's so clever! He always _____ well in exams.
- More than 11 million people _____ in Tokyo.



9 My neighbour _____ rock music, unfortunately.

B Complete the sentences using the correct form of the verb in (brackets):

- Tony is a great reader. He _____ lots of books. (read)
- Pat's favourite music is reggae. He _____ to it all the time. (listen)
- My father is a businessman in an international company. He _____ all over the world. (travel)
- The Stronges are farmers. They _____ in the country. (live)
- I have a friend called Fabrice. He _____ from France. (come)
- The hotels here are very expensive. The rooms _____ a lot! (cost)
- My mother is good at languages. She _____ French, German, Russian and Arabic. (speak)
- Andrea is a tourist guide. She _____ everything about the history of the city. (know)

C Give your answers to these questions:

- I always get up before seven o'clock, but Steve normally gets up late.
And you?
- Steve goes to bed late. I normally go to bed before midnight.
And you?
- I play sports every day. Steve never plays sport.
And you?
- Steve visits his friends in the evening. I usually visit my friends at the weekend.
And you?
- I like classical music and blues. Steve likes rock and roll.
And you?



6 Steve wears jeans every day.
I wear smart clothes.
And you?

UNIT
4**Do/does and have/has
in questions and negatives****1 You use *do* and *don't* to make questions and negatives in the present simple tense:**

A: Do you know Peter?
B: Yes. We are old friends.

A: Do you like this music?
B: Yes. It's great.

A: Do they live here?
B: No. They live next door.

A: What's that?
B: I don't know.

A: Do they enjoy the theatre?
B: No. They don't go out very often.

2 You use *does* and *doesn't* (*does not*) for questions and negatives with *he*, *she* or *it*:

A: Is Helen at home?
B: Helen? She doesn't live here.

A: Does David go to University?
B: No. He's still at school.

**3 Often the negative of *have* is *don't have* or *doesn't have*, but you can also say *haven't* or *hasn't*:**

I haven't any money. She's got some, but he hasn't any.

4 Often the question forms are *Do you have ...?* and *Does he have ...?* But you can also say *Have I ...?* *Have you ...?* *Have they ...?* *Has he/she/it ...?*

A: Have you any children?
B: Yes. Two girls and a boy.

A: Has he any brothers?
B: No. But he has two sisters.

5 In Britain, you often use the form *have got* instead of *have*:

I haven't got any money.

She's got some, but he hasn't got any.

A: Have you got any children?
B: Yes. Two girls and a boy.

A: Has he got any brothers?
B: No. But he's got two sisters.



A Write down whether you do these things or not:

1 Study English I study English.
 2 Play cricket I don't play cricket.
 3 Speak French _____
 4 Study Japanese _____

5 Go to England every year _____
 6 Like jazz _____
 7 Live in a flat _____
 8 Live in a house _____

B Now think of a good friend. Write down whether he or she does those things:

1 She doesn't study English.
 2 She plays cricket.
 3 _____
 4 _____

5 _____
 6 _____
 7 _____
 8 _____

C Write down questions you could ask someone about these things:

1 Watching television every day Do you watch television every day?
 2 Buying a newspaper every day _____
 3 Going abroad on holiday every year _____
 4 Working in an office _____
 5 Living alone _____
 6 Liking rock music _____
 7 Playing the piano _____
 8 Living in a big city _____

Do you watch television every day?

Write true answers to the questions:

9 I don't watch TV every day.
 10 _____
 11 _____
 12 _____

13 _____
 14 _____
 15 _____
 16 _____

D Rewrite these questions and negatives without do/does:

1 I don't have any friends in England. I haven't any friends in England.
 2 Do they have a big house? _____
 3 He doesn't have much money. _____
 4 They don't have any pets. _____
 5 Does she have any nice new clothes? _____

Now do them again with **have got**:

6 I haven't got any friends in England.
 7 _____
 8 _____

9 _____
 10 _____

UNIT
5**Present perfect (1)****1** The form of the present perfect is:

have/has + past participle

2 You use the present perfect tense for something which happened in the past but has an effect in the present:

A: 'Are you going to the film tonight?'
B: 'No. I've already **seen** it.'

A: 'Why isn't John at work?' (present)
B: 'Don't you know? He's **had** a bad accident.'

3 Often it refers to the very recent past:

Karen has just passed her exams. I've just **seen** your mother at the shops.

4 You use the present perfect for something which started in the past and is still going on:

I know London very well. I've **lived** there for five years.

He's her closest friend. He **has known** her since they were children.

or to ask questions about the past up to the present:

A: Have you **heard** of Boris Becker?

B: Yes. He **plays** tennis.

A: Have you **been** to America?

B: No. But I've **been** to Canada.

A: How many times **has** she **been** to England?

B: I think she's only **been** once.



or for something which still hasn't happened but is expected to happen:

A: May I borrow your book?

B: I'm sorry. I **haven't** finished it yet.

A: Do you know Henry?

B: No. We **haven't** met yet.

WARNING:

You do not use the present perfect in a clause with a past time expression:

They've just finished work. They **finished** ten minutes ago.

I've read that book. I **read** it last week.

5 Exercise: Find the words **already**, **just**, **since**, **yet**, **ever** on this page. Which uses of the present perfect do they go with?

A Match the questions and answers:

1 Do you know Michael? a No. I haven't done my homework.

2 Where's Andreas? b No thanks. I've just had lunch.

3 Are you going out tonight? c Yes. We've met many times.

4 Is James at home? d No. He has gone on holiday.

5 Is Maria at the University? e No. We haven't invited them.

6 Do you want a sandwich? f He's gone to the shops.

7 Are Linda and Sam coming tonight? g I'm sorry, but I've lost it.

8 Can I borrow your grammar book? h No. She hasn't finished school yet.

B Have you heard of these people, been to these places, seen these films or read these books?

1 Brazil I haven't been to Brazil. 5 Emilio Zapata I've heard of Emilio Zapata.

2 Don Quixote 6 Oliver Twist

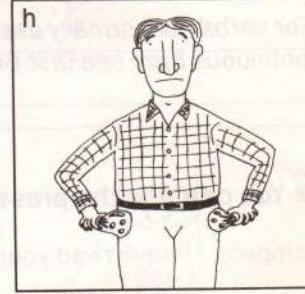
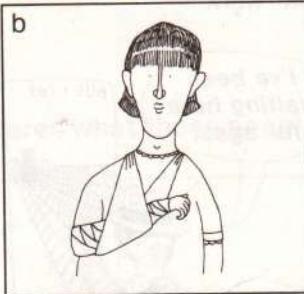
3 Honolulu 7 Madrid

4 Andre Agassi 8 Charlie Chaplin

Now think of some to ask your friends: Have you seen/ read/ heard of/ been to?

C Write under the picture what has happened to these people:

He's eaten too much.



Here are some ideas to help you: ... broken her arm; ... had an accident; ... lost all his money; ... fallen down; ... lost their way; ... eaten too much; ... won a prize; ... caught a fish.

Present perfect (2)

1 You can use the present perfect after words like **when, after, until, as soon as, to talk about something in the future:**

Tell me when you have finished. I'll write to you as soon as I have heard from Jenny.

[For a note about the present simple in sentences like this see Unit 11]

2 If you say someone **has gone** to a place you mean he is still there:

A: Where are the children? B: They've gone to school.

Ken and Angela have gone to London for a holiday.

If you say someone **has been** to a place you mean they went there once but they are not there now (see Unit 5 - Practice, Exercise B):

The children **have been** to school. They're back at home now.

I've been to Paris but I've never **been** to Rome.

3 Look at questions and negatives with **have** in Unit 4, sections 3 and 4:

Now look at question and negatives with the present perfect:

A: Have you **found** your book yet? B: No. I've looked everywhere, but I still **haven't found** it.

A: Have you **seen** Bill lately? B: No. I **haven't seen** him for a couple of months.

4 Some verbs are 'continuous' verbs because the action goes on for some time. The following verbs, for example, are 'continuous' verbs:

drive live make stand study travel watch wait walk work

You often use the present perfect continuous form with these verbs to emphasise how long something has been going on up to the present:

We've been travelling for three hours.

He's been working very hard.

She's been watching TV all day.

[For verbs not normally used in the continuous form see Unit 66]



5 You can use the present perfect continuous tense to show that something is still going on:

Compare: I **have read** your book. I enjoyed it very much.

and: I've **been reading** your book. I'm enjoying it very much.

6 You can use the present continuous to show that something is temporary:

I **have been working** as a ski instructor, but now I'm looking for a new job.

A In these time expressions the present simple refers to a time in the future.

Change present simple to present perfect:

1 When I finish Oliver Twist I will read Don Quixote.

When I have finished Oliver Twist I will read Don Quixote.

2 You can do the shopping after you make the beds.

When you have made the beds

3 Don't go out before you do your homework.

Before you do your homework

4 I'm going to stay in class until I finish my essay.

Until I have finished my essay

B Write out these dialogues putting the verbs in the present perfect question form or negative form:

1 A: (Your sister/ pass her exams)?

B: I don't know. (She/not get/the results)

Has your sister passed her exams?

I don't know. She hasn't got the results.

2 A: (Your brother/go/to America)?

B: No, (he/not go/yet)

No, _____ ?

3 A: (Peter/start/ school)?

B: No, (he/ not start/ yet)

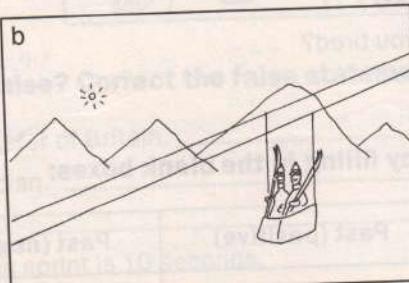
No, _____ ?

4 A: (You/read/the newspaper)?

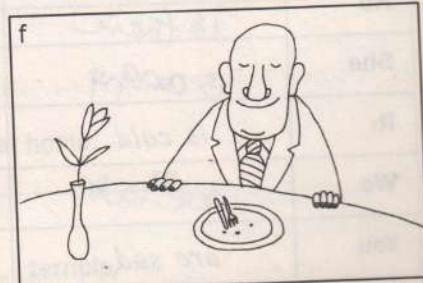
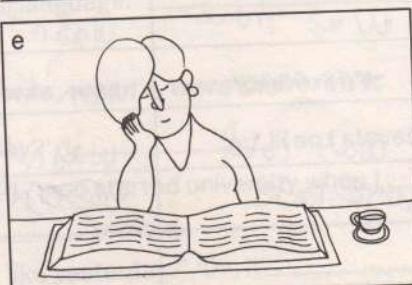
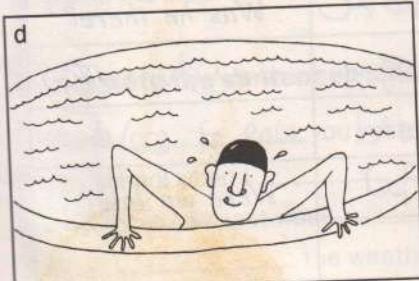
B: No, (I/ not read it/yet)

No, _____ .

C Write under these pictures what these people have been doing:



He's been waiting for a bus.



Was/were

1 You use was (negative was not or wasn't) as the past of am and is with:

A noun group: He was a good student, now he's a teacher.

My favourite book when I was a child was Robinson Crusoe.

An adjective: My grandfather was very tall.

I wasn't happy.

An expression of time or place: It was three o'clock.

He was at school in 1989.

An expression of age: He was twenty in June.

She was nineteen when she married.

2 You use were (negative were not or weren't) as the past of are in the same way as was:

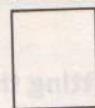
Dear Sue,

We're in Florida now.

We were in Miami yesterday. The weather was fantastic.

We were on the beach all afternoon.

Love,



3 You can use was, were, wasn't and weren't for questions:

Were you here yesterday?

Who was that man?

You walked fifty kilometres – weren't you tired?

When did we arrive? Wasn't it on Friday?

4 Exercise: Complete this chart by filling in the blank boxes:

	Present	Past (positive)	Past (negative)	Past (question)
I	am busy	was busy	wasn't busy	Was I busy?
He				Was he there?
She		was angry		
It				
We				Were we late?
You	are sad			
They			weren't at home	

A Match the questions with these answers:

I was in town. I was in bed, but I wasn't asleep. No, I was fine, but my brother was ill.
 It was really hot. No, I was with a friend.

1 A: Where were you yesterday at 3 p.m.?

B: _____

2 A: Were you alone?

B: _____

3 A: What was the weather like yesterday?

B: _____

4 A: Were you ill last week?

B: _____

5 A: Were you in bed asleep at midnight?

B: _____

B Now write your real answers to the same questions.**C** The pictures show a room before and after a robbery.

Complete the sentences with was or were with the following objects:

1 The vase _____ on the table on the right.



2 The video recorder _____ under the television.



3 The paintings _____ on the wall behind the desk.

4 The books _____ on the shelf near the door.

5 The camera _____ on the desk.

D Are these statements true or false? Correct the false statements:

1 Margaret Thatcher is the Prime Minister of Britain. _____

2 Charlie Chaplin was a famous musician. _____

3 Cities are smaller now than in 1900. _____

4 The world record for the 100 metres sprint is 10 seconds. _____

5 Istanbul was the capital of Turkey before Ankara. _____

6 Latin is the most useful international language. _____

E Complete the sentences using was, wasn't, were or weren't:

1 'Where _____ you yesterday?' 'I _____ ill so I stayed at home.'

2 I left school when I _____ 17 and started university when I _____ 18.

3 The film we saw last week _____ terrible.

4 'What _____ the weather like yesterday?' 'Oh, it _____ terrible.'

5 'We've just finished the exercise.' '_____ it difficult?'

6 I called the Packers half an hour ago but they _____ in.

Past simple

1 You use the past simple to talk about things that happened in the past:

I stayed in that hotel last week.

He worked all night and finally finished the project when the secretaries arrived in the morning.

2 You also use the past simple to talk about the general past, and about regular actions:

We lived in Rome for a year when I was a child.

Our friends often visited us there.

3 For most verbs, the past simple form ends in -ed.

Some verbs have an irregular past form:

Can you match these 20 irregular past simple forms and their infinitives?

begin _____

give _____

break _____

go _____

buy _____

have _____

come _____

make _____

do _____

pay _____

drink _____

say _____

drive _____

see _____

eat _____

take _____

find _____

tell _____

get _____

write _____

did saw found came went took had
ate saw found came went took had
 broke came wrote took had

told drove paid bought
began drank said made
 told drove paid bought
 began drank said made
 got
 gave

4 For all regular and irregular verbs (except be: see Unit 7), the form is the same for all persons: I/you/he/she/it/we/you/they said.

5 You use did ... + Infinitive to form questions in the past:

Did you get home all right?

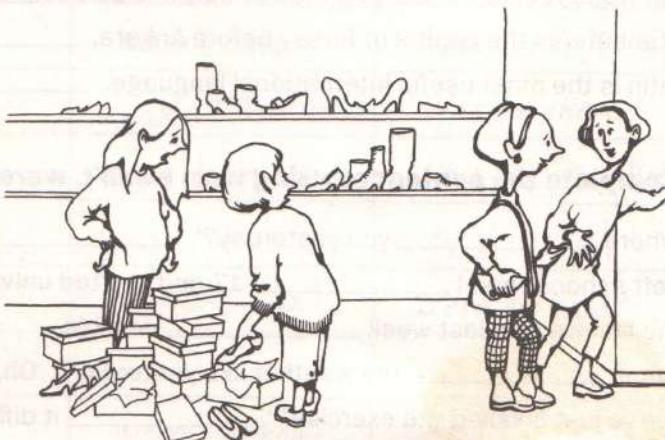
Did he go out last night?

Did you tell them about the party?

Who did you see?

Where did you buy that hat?

When did she arrive?



6 You use did not (or didn't) + Infinitive to form negatives in the past:

I didn't understand, so I asked a question.

He didn't give me his address.

They didn't buy anything.

Practice

A Use the verbs from section 3 opposite to complete these sentences:

- 1 I met Mike in the street yesterday.
- 2 When I was in Spain, I bought this sombrero as a souvenir.
- 3 After the concert we came home by taxi.
- 4 He opened the packet and ate a chocolate biscuit.
- 5 Have you got that letter Bob sent us last week?
- 6 My uncle brought me a couple of interesting books for my birthday.
- 7 Ivor broke his leg and was taken to hospital in an ambulance.



8 I did it all myself!

B Underline the past simple verbs in the following:

The police are looking for a man who stole £25 and a jacket from a crowded fashion shop in Brighton last week. The man, who was between 20 and 25, with short brown hair, took the jacket from a staff changing-room. 'I'm not worried about the money, really,' said the victim, Sally Walker, 25, who works in the shop. 'But the jacket cost me £150. I got it when I was on holiday in Turkey.' The police do not think the man is dangerous, but warned the public to be careful.

C Complete the questions for the answers on the right:

- 1 When did she take the jacket?
- 2 Where was she on holiday?
- 3 What did she steal?
- 4 Where did she get from?
- 5 How much did it cost?

When she was on holiday

Turkey

A jacket and £25

From the staff changing room

£150

D Frances is a manager of a busy company. Look at her diary for yesterday, then write about what she did or didn't do:

e.g. She had a meeting with the bank manager.
She didn't have time to write a letter to Gerry.

E What about you? Which of these activities did you do yesterday?

watch tv have a shower cook a meal
read a paper make a phone call write a letter
play a sport speak English listen to music
go out visit a museum

e.g. I didn't watch tv yesterday.
I wrote a letter to a friend yesterday.

8.30	Buy paper and magazine for mother	✓
9.00	Have meeting with bank manager	✓
10.00	Call Export International	✓
10.15	Write to Gerry	✗
10.30	Talk with Jan and John about new products	✓
11.30	fax ISB in Munich about training course	✗
12.00	write letter to Directors of XYZ to confirm meeting	✓
1.00	meet David for lunch	✗
2.00	take taxi home	✓
2.30	pack suitcase	✓
4.00	take train to London	✓

Past continuous

(Review Unit 2 on Present continuous)

1 The form of past continuous is:

was/were + '-ing'

2 You use the past continuous for an action which was interrupted by another action:

I was reading the newspaper when the doorbell rang.

They were flying from London to New York when the accident happened.

WARNING: If two things happen one after the other you use two verbs in the past simple tense:



3 You use the past continuous for an action which was still in progress at a particular time:

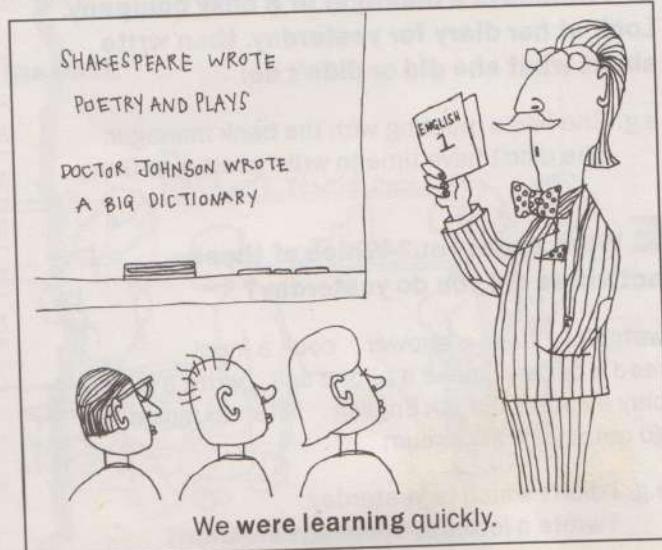
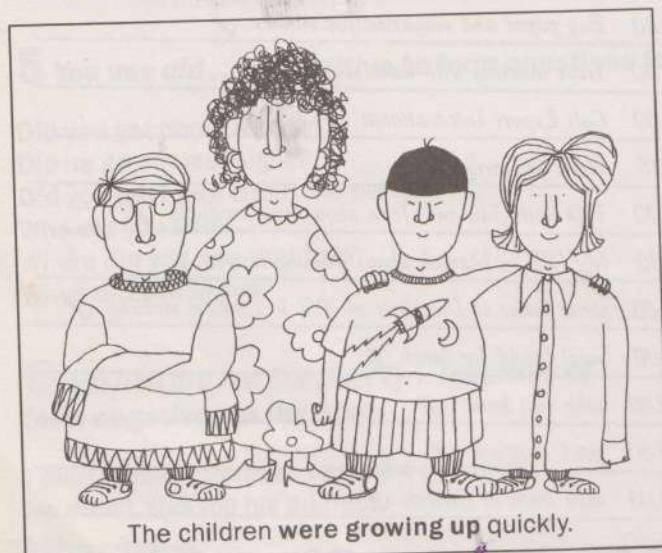
At 2.15 we were still waiting for the bus. It was just before midnight. We were talking quietly.

4 You often use the past continuous to set the scene for a story or for a series of events:

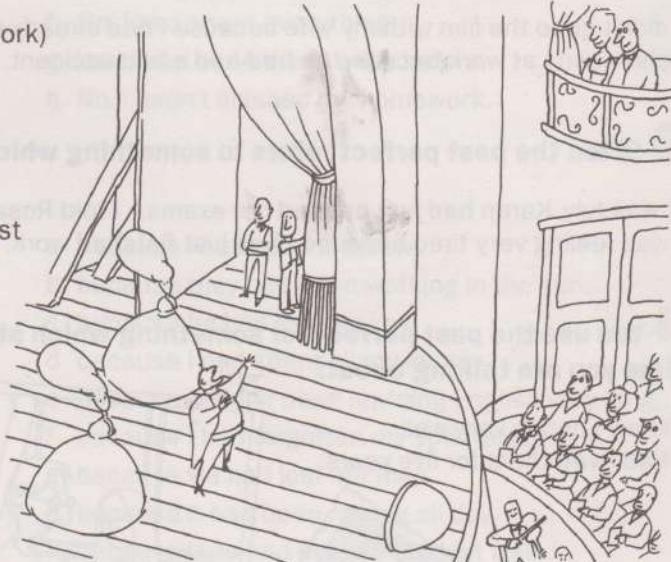
It was 1975. We were living in a small house in Liverpool.

On the day I had my accident. I was preparing for my examinations.

5 You use the past continuous to show that something is changing, developing or progressing:



A Complete the following sentences. You should put one verb in the past simple and the other in the past continuous:



8 We (go) _____ to the opera
when we (stay) _____ in Milan.

B Complete the following sentences using the past simple or the past continuous:

1 When he (hurt) _____ his back he (go) _____ **went** to see the doctor.

2 When she (hear) _____ the news she (begin) _____ to cry.

3 We (listen) _____ to the radio when Fred (come) _____ home.

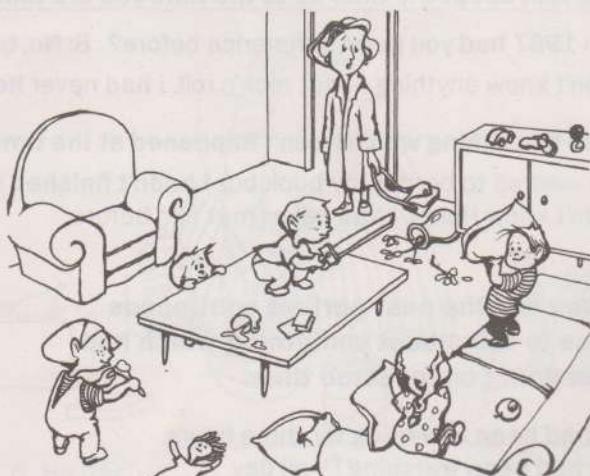
4 I (hear) _____ a strange noise and
the dog (begin) _____ to bark.

5 Everyone (talk) _____ and suddenly
the lights (go) _____ out.

6 I (have) _____ a nice hot shower
when the doorbell (ring) _____.

7 I (have) _____ a nice hot shower
when I (get) _____ home.





8 The children (play) _____
happily when mother (arrive)
_____ home.

UNIT
10**Past perfect**

(review Units 5 and 6 on Present perfect)

1 The form of the past perfect is:*had + past participle***2 When you are talking about past time, you use the past perfect for something which happened earlier and has an effect on the time you are talking about.**

I didn't go to the film with my wife because I **had** already seen it.
 John wasn't at work because he **had had** a bad accident.

3 Often the past perfect refers to something which had happened very recently:

It was July. Karen **had just passed** her exams. I told Rosa I **had just seen** her mother at the shops.
 I was feeling very tired because I **had just finished** work.

4 You use the past perfect for something which started earlier and was still going on at the time you are talking about:

I knew London very well.
 I **had lived** there for five years.



He was her closest friend. He **had known** her since they were children.

or to talk about the time up to the time you are talking about:

A: In 1987 **had** you **been** to America before? B: No, but I **had been** to Canada.
 I didn't know anything about rock'n roll. I **had never heard** of Elton John.

or for something which hadn't happened at the time you are talking about:

She wanted to borrow my book but I **hadn't finished** it.
 I didn't know Henry. I **had never met** him before.

5 You use the past perfect continuous tense to talk about something which had been going on for some time:

We **had been travelling** for three hours.
 She **had been watching** TV all day.

or for something that was still going on or something that was temporary:

I **had been reading** her book.
 I was enjoying it very much.



I **had been working** as a ski instructor,
 but I was looking for a new job.

A Match the questions and answers:

- 1 Did you know Michael?
- 2 Where was Luis?
- 3 Did you go to the cinema last night?
- 4 Did you see James and Leila?
- 5 Were you feeling hungry?
- 6 Were you locked out?
- 7 Did you have any money left?
- 8 Did you know Paris well?

- a He had gone to the shops.
- b Yes. We had met many times before.
- c No. They had gone away for the day.
- d Yes. I hadn't eaten since breakfast.
- e Yes. I had forgotten my key.
- f No. I had spent everything.
- g Yes. I had been there twice before.
- h No. I hadn't finished my homework.

B Make sentences from these parts:

- 1 I couldn't understand very much
- 2 We didn't know where to go
- 3 I didn't enjoy the film very much
- 4 Everything was very wet
- 5 They knew they would be late
- 6 They were very brown
- 7 We were tired out
- 8 John couldn't open the door
- 9 I had to go to the bank
- 10 I couldn't see very well

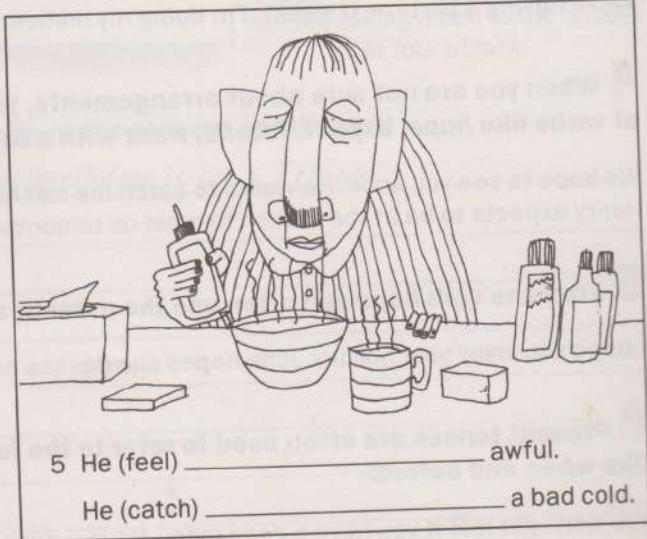
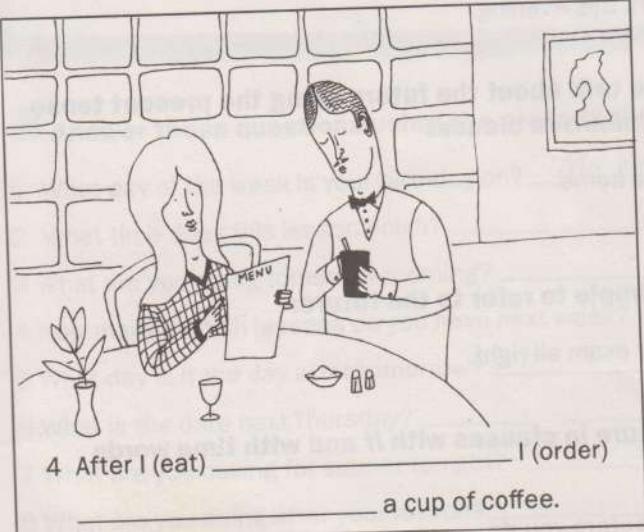
- a because I had seen it before.
- b because they had been working in the sun.
- c because he had lost his key.
- d because I had spent all my money.
- e because I hadn't been learning English very long.
- f because I had forgotten my spectacles.
- g because we had lost our map.
- h because it had been raining all day.
- i because they had missed the last train.
- j because we had been working all day.

C Complete these sentences with one verb in the past simple and one in the past perfect:

1 I (go) went home as soon as I (finish) had finished work.

2 Everybody (go) went out for the day. There (be) nobody at home.

3 Bill (live) has lived in Leeds ever since he (be) was a boy.



6 He (take) _____ the book back after he (read) _____ it.

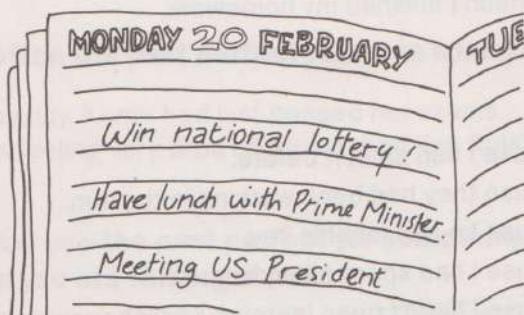
UNIT
11**Present tenses used for the future**

1 When you are talking about something in the future, which is arranged for a definite time, you use the present simple. There is usually a time adverbial in these sentences:

The next train arrives at 11.30. The meeting starts straight after lunch.
We have a holiday tomorrow. We leave at two o'clock tomorrow afternoon.

2 In statements about fixed dates in the future you normally use the present simple:

Tomorrow is Tuesday.



Monday is the twentieth of February.

It's my birthday next month.



Friday is my birthday.

3 When you talk about people's plans or arrangements for the future, you often use the present continuous tense:



I'm seeing Jill next week.



They're getting married before Christmas.

We're having a party next week. I'm doing my homework this evening.

4 When you are not sure about arrangements, you talk about the future using the present tense of verbs like **hope**, **expect**, **intend**, **want** with a **to-infinitive** clause:

We hope to see you soon. He wants to catch the last bus home.
Henry expects to be at the station to meet us tomorrow.

5 After the verb **hope** you often use the present simple to refer to the future:

I hope you enjoy your holiday. June hopes she passes her exam all right.

6 Present tenses are often used to refer to the future in clauses with **if** and with time words like **when** and **before**:

You won't get lost if you have a good map. Have a drink before you go.

* There is a deliberate mistake on this page. Can you find it?

A Look at the letter below. Underline all the verbs in the present tenses. Put a bracket round those which refer to the future:

Dear Monica,

Many thanks for your letter. I am pleased you are enjoying your holiday. When (do you come) home? It will be great to see you again.

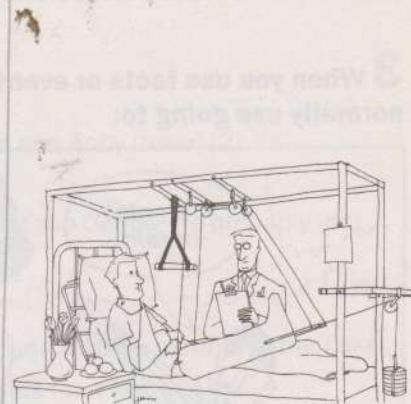
We are going to Greece this year - next Friday in fact. I am trying to get everything ready in time, but it is very difficult with three small children. Our plane leaves at six o'clock on Friday morning, so we are taking a taxi to the airport at four o'clock in the morning - I hope the children behave themselves and get ready quickly without too much trouble. Peter has three weeks holiday this year so when we get back from Greece we are staying with his mother in Brighton for a week. She has a big flat in a block right next to the sea. The children love it.

Lydia is starting school this September. I hope she likes it. Jimmy hates going to school. He shouts and screams every morning. Perhaps he will be better when Lydia starts. Thank you for your news. I am very pleased to hear that Isobel has done so well at University. What is she doing next year? Has she decided yet? What about the twins? When do they leave school?

Give my love to Norman. I am sorry about his accident. I hope he gets better soon.

Much love,

Teresa.



I hope he gets better soon.



We are taking a taxi to the airport at four o'clock.

B Answer these questions using the present simple or the present continuous:

1 What day of the week is your birthday on? My next birthday is on a Friday.

2 What time does this lesson finish? _____

3 What are you doing tomorrow morning? _____

4 How many English lessons do you have next week? _____

5 What day is it the day after tomorrow? _____

6 What is the date next Thursday? _____

7 What are you having for supper tonight? _____

8 What are you doing after your lesson? _____

9 When is the next national holiday? _____

10 How old are you on your next birthday? _____

UNIT
12**Will and going to**

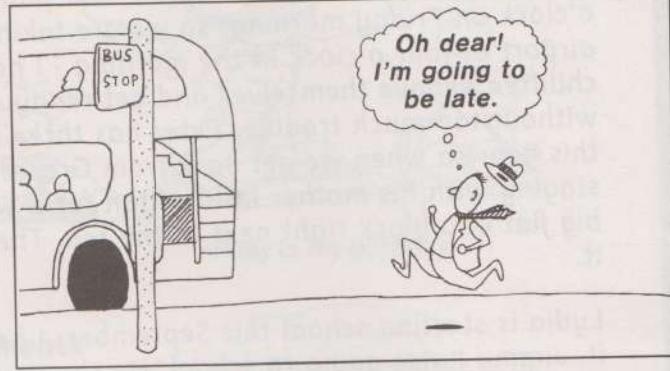
1 When you know that something will happen in the future, you use the present simple or the present continuous:

The next train arrives at 11.30. We're having a party next week.

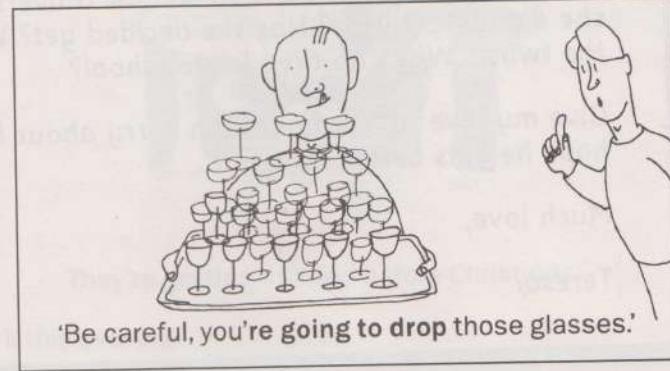
2 When you are predicting what will happen, you use **will** or **going to**:

The weather tomorrow will be warm and sunny. I think it's going to rain.

3 When you use facts or events in the present situation as evidence for a prediction, you normally use **going to**:



4 When something is clearly going to happen very soon, you use **going to** for a warning:



5 When you are making a promise or an offer, you use **will**:

I'll ring you later tonight. I'll come round and help you later.

6 When you are telling someone about a decision you have made, you normally use the present continuous or **going to**:

I'm going to stay at home tonight. I'm going to do some work.

When you are talking about a decision someone else has made, you normally use **going to**:
She's going to write you a letter. They're going to call in and see us.

7 When you are telling someone about a decision you have just made, you normally use **will**:

Ken lives near here. I think I'll go and see him.

A: Did you know it's Winnie's birthday? B: Really? Thanks. I'll send her a card.

A Match these sentences:

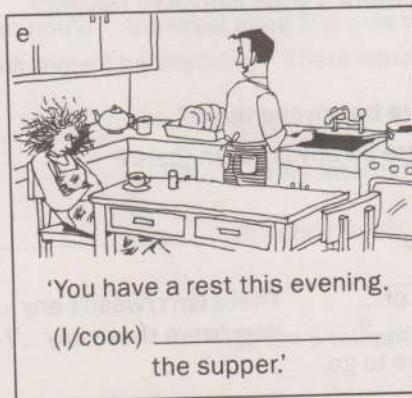
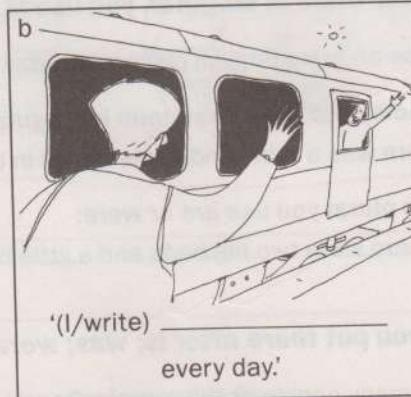
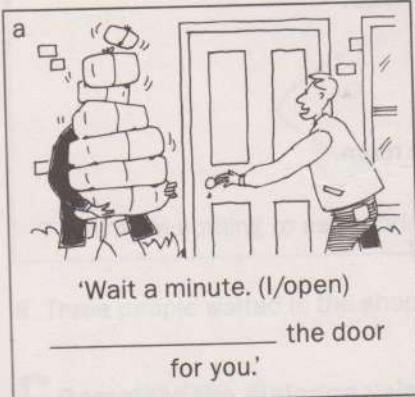
- 1 It's very cold.
- 2 The children are really tired.
- 3 I feel awful.
- 4 She's bought a new dress.
- 5 Oh dear, I've missed my train.
- 6 There's a big queue.

- a I think I'm going to be sick.
- b I'm going to be late.
- c We're going to have some snow.
- d It's going to be very crowded.
- e They're going to fall asleep.
- f She's going to look very smart.

B Complete these dialogues using *will* or *going to*:

1 A: Dad, (you/lend?) (1) will you lend me the car next week? Annette and Andy (have) (2) _____ a party and they've invited me.
 B: I'm sorry, your mother and I (see) (3) _____ that new film at the Odeon. We probably (not get back) (4) _____ until ten o'clock.

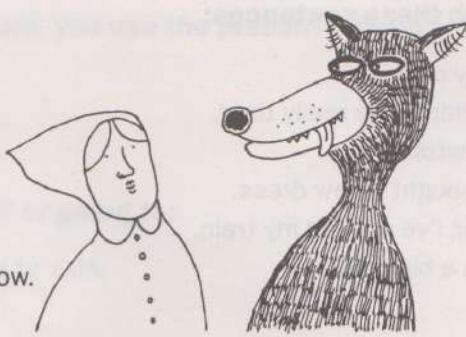
2 A: What (you/do?) (5) _____ this summer?
 B: We haven't decided yet. Perhaps we (share) (6) _____ a house with my parents in the Lake District. They (borrow) (7) _____ a cottage from some friends for a few weeks.
 A: (there/be?) (8) _____ enough room for you and the children?
 B: Oh no. The children (not come) (9) _____ They (take) (10) _____ a trip to Singapore. They (stay with) (11) _____ Andrew's brother for a month.
 A: That (be) (12) _____ exciting. I'm sure they (have) (13) _____ a wonderful time.

C Complete the following using *will* or *going to*:

UNIT
13**There****1 You use *there*:**

When you want to say that something exists:

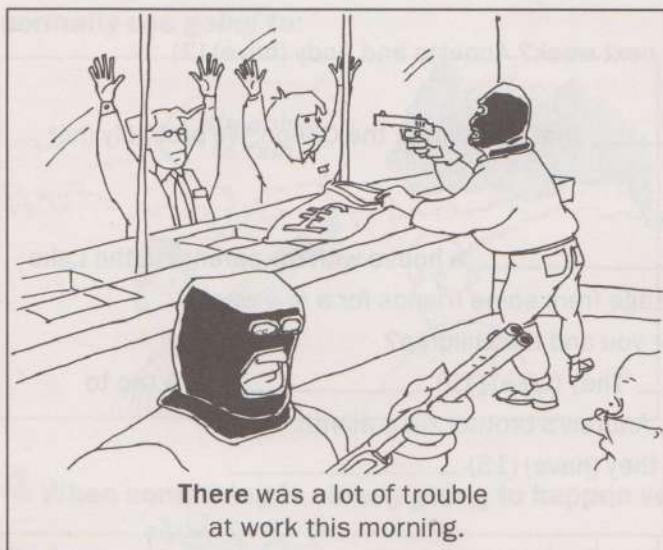
Once upon a time there was a little girl called Red Riding Hood.
In the forest there was a wicked wolf.



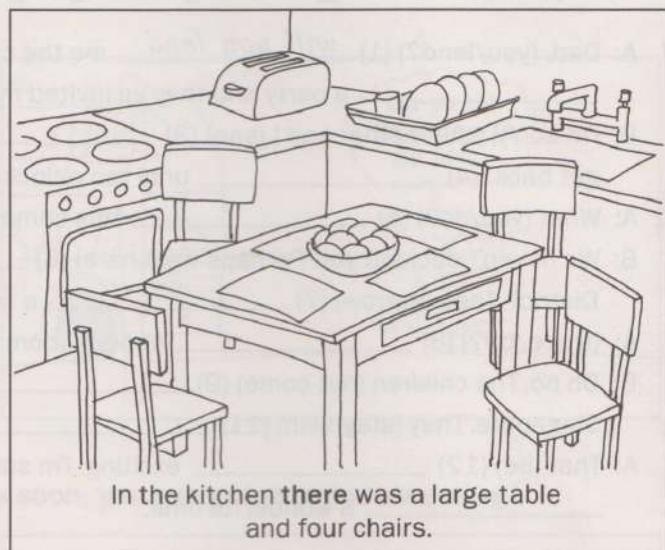
When you want to talk about a happening:

There was a party last week. There's a football match tomorrow.

When you want to talk about a number or amount:



There was a lot of trouble at work this morning.



In the kitchen there was a large table and four chairs.

2 When the noun which comes after *there* is singular, you use *is* or *was*:

There is a book on the table. There was an extra English class yesterday.

You use singular with two nouns joined by *and* if the first noun is singular:

There was a man and two women. There was a table and some chairs in the room.

When the noun which comes after it is plural you use *are* or *were*:

There were three beds in the room. There were two big beds and a little bed.

3 If you want to make a question you put *there* after *is*; *was*; *were*:

Is there anyone at home? Were there many people at the meeting?

Are there some oranges left? Wasn't there a good film on TV tonight?

or before *be* or *been*:

Will there be enough time? Could there be anyone there?

Has there been anyone here? Will there be any children there?

4 Common expressions with *there*:

There are a few ...

There are a lot of ...

There isn't/wasn't any ...

There's/are no ...

Is/are there any ...?

Was/were there any ...?

There's plenty to eat. There's nowhere to go.

There aren't/weren't any ...

There's nothing to do.

A Answer these questions using **there**:

1 How many people are there in your class? There

2 How many people are there in the room? _____

3 Are there any pictures on the walls? _____

4 Is there anything on your desk? _____

5 How many people are there in your family? _____

6 How many small beds and how many big beds were there in the room? _____

B Rewrite these sentences to begin with **there**:

1 We have an English class every day. There's an English class every day.

2 A meeting will be held at three o'clock. _____

3 An accident happened this morning. _____

4 A lot of people came to the concert. _____

5 Three books lay on the desk. _____

6 Lots of children will be at the party. _____



8 Three people waited in the shop. _____

C Complete the dialogue using expressions with **there**:

there was nobody at home there's a good film Is there anything good
 I don't think there'll be anything There wasn't anything

A: _____
 on TV tonight?

B: No, _____
 very interesting.

A: Do you think _____
 on at the cinema?

B: I don't know. _____
 last week.

A: Shall we go round and see Joe and
 Pamela?

B: Let's telephone first. Last time we went

UNIT
14**What ...?****1 You use a question form after *What ...?***

What does he want? What have you done? What will they say?

2 You use *What ...?*

to make or ask about plans:

What are you doing tomorrow? What are you going to do? What shall we do?

to find out what happened:

What happened? What did you do? What did you say?

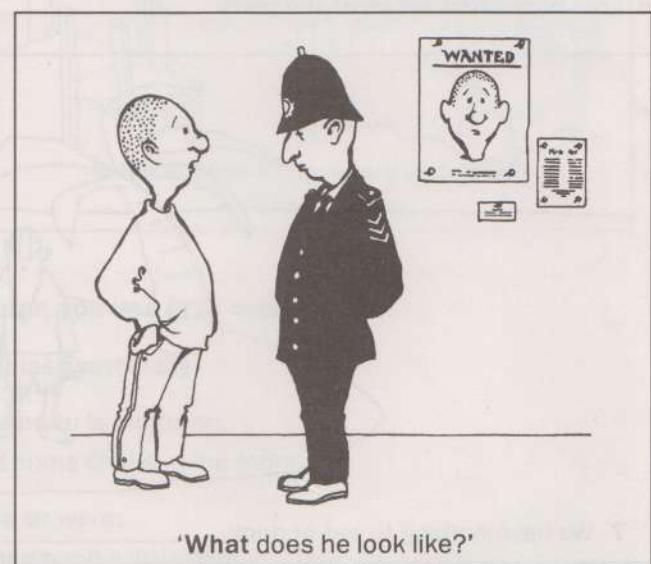
to ask someone to repeat or explain something:

What do you mean? What did she mean? What does it mean? What does 'repeat' mean?
I'm sorry, what did you say?

to find out about a problem of some kind:

What's the matter? What's wrong? What's up? What happened?

to find out what something is like:



What kind of ... is it? What sort of ... is it? What's it like? What colour is it/are they?

What does he look like? What's it like ...?

to make a suggestion:

So Monday's no good. What about Tuesday? What about some lunch?

to introduce a new idea or a new topic:

I'm ready for lunch. What about you? So Tom's OK. What about Marie?

to ask about time:

What time is it? What time do you finish work?

3 We often use *What do you think ...?* for questions. There is no question form after *What do you think ...?*

What do you think they will say? What do you think it means?

A Rewrite these questions leaving out the words ... do you think ... :

1 What do you think they are going to do?
 2 What work do you think he does?
 3 What do you think it means?
 4 What time do you think they will arrive?
 5 What colour do you think she wants?

What are they going to do?

_____?
 _____?
 _____?
 _____?
 _____?

B Match the questions and answers:

1 What did it look like?
 2 What's your new house like?
 3 What's your new job like?
 4 What was the wolf like?
 5 What's it like learning English?

a It's very big. It has four bedrooms.
 b He was very wicked.
 c It's great! But it's hard work.
 d It looked very nice.
 e I don't know really. I've just started.

C Complete the dialogues below by adding one of the following nouns:

colour kind sort language size work time day

1 A: What sort of person is he?
 B: He's very quiet, but he's really nice.

2 A: What _____ does the next train leave?
 B: I'm not sure. I'll have to check the timetable.

3 A: What _____ shoes do you take?
 B: I don't know. Those look about right.

4 A: What _____ is it today?
 B: It's Monday.

5 A: What _____ is your car?
 B: It's sort of light blue.

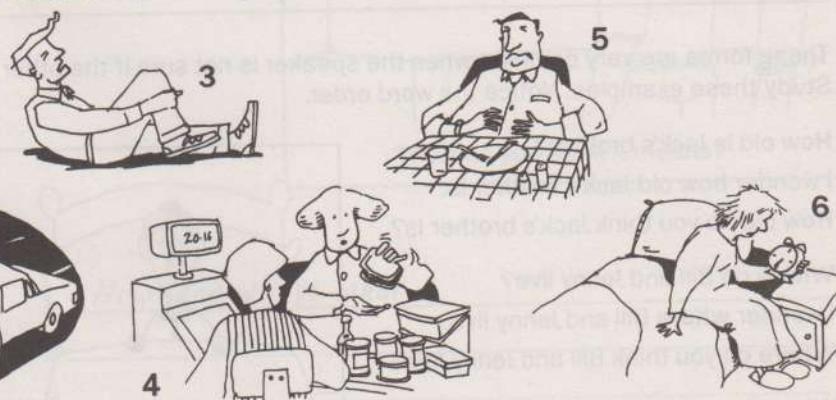
6 A: What _____ do they speak in Austria?
 B: Mainly German I think.

7 A: What _____ of food do you like?
 B: I love Chinese and Indian food.

8 A: What _____ does your mother do?
 B: She's a doctor.

D Use these phrases to make six short dialogues to go with the pictures:

A: What's wrong?/What's the matter?
 B: a It's my leg. I think it's broken.
 b I haven't any money. I've spent it.
 c I didn't sleep very well last night.



d I think I've run out of petrol.
 e I've lost my key. I can't get in.
 f I feel awful. I've eaten too much.

1 You use a question form after a wh- word. Look at these common expressions:

Where ...?

Where is she now? Where are you going? Where shall I put this? Where do you live?

When ...?

When can you start? When did she arrive? When does she leave?

Why ...?

Why do you want to know? Why don't you buy a new one? Why did you do that?

Who ...?

Hello, who is it? Who was that? Who's been eating my porridge? Who did you see?

How ...?

How do you know? How do I get to your grandmother's house? How much is it?

How many people are there? How long is it? How old is Peter now?

2 In conversations, we often use short questions:

A: We're going on holiday.

A: I have to go out tonight

A: It's a long way to walk.

B: Where to?

B: What time?

B: How far?

A: Florida.

A: About half-past seven.

A: Nearly ten miles.

A: These shoes are cheap.

A: I'm very angry.

A: I saw a friend of yours.

B: How much?

B: Why?

B: Who?

A: Only twenty-five pounds.

A: I've lost my passport.

A: Antonia.

3 Other ways of asking questions:

When

when ...

Where

where ...

What

what ...

Who

who ...

How

how ...

Why

why ...

do you think ...?

I wonder

These forms are very common when the speaker is not sure if the other person knows the answer. Study these examples. Notice the word order.

How old is Jack's brother?

I wonder how old Jack's brother is.

How old do you think Jack's brother is?

Where do Bill and Jenny live?

I wonder where Bill and Jenny live.

Where do you think Bill and Jenny live?

Why did she do that?

I wonder why she did that.

Why do you think she did that?



A Make up dialogues from these boxes:

A: Let's go and see Peter and Mary some time.
 A: They live in that big house on the corner.
 A: We could probably get there quite quickly.
 A: I'm afraid I've lost it.
 A: I think they're away on holiday.

B: What?
 B: Who?
 B: When?
 B: Where?
 B: How?

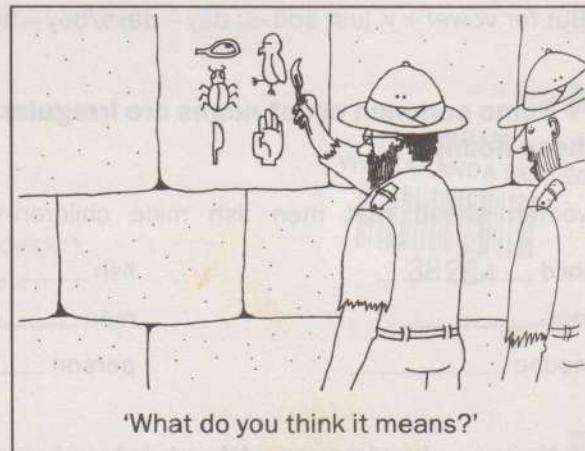
A: Italy I think
 A: Well, we could go this weekend.
 A: You know – those friends of Michael's.
 A: Well, we could take a taxi.
 A: My library book. I don't know where it is.
 A: I don't know. I think I've left it at school.

B Rewrite these sentences with **Wh** _____ **do you think...? or I wonder...?**

1 What's she like?	1 <i>I wonder what she's like.</i>
2 What did she mean?	2 _____
3 Who does this belong to?	3 _____
4 Why are they so late?	4 _____
5 What does he want?	5 _____
6 How old is he?	6 _____
7 Where have they gone?	7 _____
8 What will they say?	8 _____

C Here are some answers. Can you find possible questions on page 32?

1 Last month.	5 Next week.	9 On that table.
2 In Scotland.	6 By bus.	10 Turn left here.
3 £1.30.	7 In the office.	11 To the shop.
4 To Glasgow.	8 For a holiday.	

**D** Rewrite as ordinary wh- questions:

1 How long do you think it will take?	1 <i>How long will it take?</i>
2 I wonder how much it will cost.	2 _____
3 What do you think it means?	3 _____
4 I wonder where they come from.	4 _____
5 I wonder when they will arrive.	5 _____
6 I wonder where he's gone.	6 _____


English Enrichment Camp
 on the topic:
PRACTICAL ENGLISH GRAMMAR

jointly organised by
 the Department of English and the Internal Quality Assurance Cell (IQAC)
VIVEKANANDA COLLEGE
 Tiruvedakam West, Madurai – 625 234

Schedule & Content for the EEC

Day/Time	9.45 a.m. -10.40 a.m.	10.45 a.m.-11.40 a.m.	11.45 a.m.-12.40 p.m.	02.00 p.m.-03.00 p.m.	03.05 p.m.-04.00 p.m.
28-11-2019 Thursday	Unit-1 <i>BE Verbs & Practice in the page-5 & in the Newspaper</i>	Unit-3 <i>Present Simple Practice in the page-9 & in the Newspaper</i>	Unit-2 <i>Present Continuous Practice in the page-7 & in the Newspaper</i>	Unit-4 <i>Do/does and Have/has in question and negatives Practice in the page-11 & in the Newspaper</i>	Unit-5 <i>Present Perfect (1) Practice in the page-13 & in the Newspaper</i>
29-11-2019 Friday	Unit-6 <i>Present Perfect (2) Practice in the page-15 & in the Newspaper</i>	Unit-7 <i>Was/Were Practice in the page-17 & in the Newspaper</i>	Unit-8 <i>Past simple Practice in the page-19 & in the Newspaper</i>	Unit-9 <i>Past Continuous Practice in the page-21 & in the Newspaper</i>	Unit-10 <i>Past Perfect Practice in the page-23 & in the Newspaper</i>
30-11-2019 Saturday	Unit-11 <i>Present Tenses used for the future Practice in the page-25 & in the Newspaper</i>	Unit-12 <i>Future Tense Will and Going to Practice in the page-27 & in the Newspaper</i>	Unit-13 <i>There Practice in the page-29 & in the Newspaper</i>	Unit-14 <i>What...? Practice in the page-31 & in the Newspaper</i>	Unit-15 <i>Wh-questions Practice in the page-33 & in the Newspaper</i>

Course Text: Dave Willis, and John Wright. *Basic Grammar: Helping Learners with Real English*. London: HerperCollins, 1997. Pages 4-33.


 Dr. S. Bharathiraja 25-9-19
 Assistant Professor & Head (i/c)

Dr. Nagendran
 25.09.2019
 Dr. N. Nagendran
 Coordinator
 Internal Quality Assurance Cell




 Dr. T. Venkatesan
 Principal